

Email Notifications

Request access to a project email:

Greetings,

The NOAA R&D HPCS Program has recently implemented an application to improve ease of use and provide consistent processing of users account requests. This tool will provide a standard process for requesting access to all R&D resources and to promote security, confidentiality, integrity, and availability of the R&D HPCS information. The Account Information Management (AIM) System is now available across the program. All users of these resources must comply with the following items before access is granted:

1. use their NOAA email address for HPC communication;
2. complete the NOAA ITSAC training (1 hour of security training); and
3. initiate or complete their background check with the NOAA Personnel Security Office. This can take up to 6 -8 weeks to complete.

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### Initial email to PI and with the weekly pending requests:

Greetings,

The NOAA R&D HPCS Program has instituted an application to facilitate easy and consistent processing of users access requests. The Account Information Management (AIM) System is now available across the program. You are receiving this email because you have been identified as a Principal Investigator (PI) and you are responsible for approving user access requests to specific projects. This new tool will send you an email to notify you about each user who has requested access to the project for which you are a PI. Using this new tool will enable you to easily approve or deny this request.

Here is a link to the pending new requests. Please take a moment to approve or deny your users.  
[https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request\\_report.pl?new](https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request_report.pl?new)

Please notify your users that they must comply with the following items before access is granted:

1. use their NOAA email address for HPC communications;
2. complete the NOAA ITSAC training (1 hour of security training); and
3. if the user does not have a CAC card, the user will need to initiate or complete their background check with the NOAA Personnel Security Office. This can take up to 6 -8 weeks to complete. You or your line office's Trusted Agent will need to forward their OSY clearance email to [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).
4. if the user is a foreign national, please ensure they have completed the FN Visitor paperwork too.

Please communicate all suggestions, issues, questions and concerns via email at [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).

Thank you, the HPCS Management Team

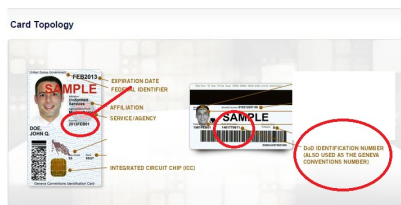
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User Verification Email

You are receiving this email because you have indicated your desire for an R&D HPCS account.

1. Go to <https://rdhpcs-s.noaa.gov/acctmgmt/> Depending on usage, the site is sometimes slow so you might need to reload it. There is a self-signed certificate that you will have to accept; we are working on correcting this.
2. You will need to provide your NOAA User Email Name - if your email address is john.smith@noaa.gov your NOAA User Email Name is just john.smith. You will login with your NOAA password.
3. This will bring you to the first page of the Account Information Management System (AIM) screen.
4. Please select the link "Request new access to a project".
5. Please verify ALL the fields on the screen have the correct information displayed. You may enter, correct, or remove information. Please fill in any missing information so that we have a complete record.
6. You must provide a yes or no answer in the following field, which is required: I have a valid CAC Yes/No - if Yes, enter your CAC number and expiration date. See image at bottom of email for more information.
7. Please provide citizen status in the required field: Are you a US Citizen Yes/No - if No, enter the name of country where your current Citizenship is provided and fill in the Foreign National Sponsor Information. If Yes, skip to the next section on the form.
8. The check boxes in the, Remote Access IT Security, must be acknowledged by you. By clicking on the check boxes you are acknowledging that you've read and understand the remote access policy and the DOC IT security policy. A link to the IT security policy is located on the AIM home page.
9. Once you have completed all items listed above, you'll see the Verified section with a check box, "To the best of my knowledge this information is correct". You must select this box prior to final submission of your request.
10. Request Access, please select the project you are requesting access to and the justification for access.
11. Finally, select the "Submit Request" button.
12. YEAH you are done! Thank you very much.

Please communicate all suggestions, issues, questions and concerns via email to rdhpcs.aim.help@noaa.gov. Thank you, the HPCS Management Team



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~~~~~ **Acknowledgement Email:**

Thank you for submitting your request for access to the R&D HPCS resources. To gain access, you must complete the following two items:

- 1 - ITSAC training

2 - A suitability check in progress or completed with OPM. If you have a CAC or PIV-I card you have completed the OPM process.

If you are a brand new user to NOAA, the suitability check can take up to 2 months to complete. You can reduce this time by ensuring that your security paperwork is completed correctly, completely, and expeditiously. You will be required to submit a Security Paperwork Package (there is one specific to US citizens and a different one for Foreign Nations.) Once this Security Paperwork Package is submitted you will receive an email from the Office of Security at NOAA. This email entitled "**YOUR NOAA INVESTIGATION e-QIP**" is critical for successfully gaining access to the resource. Once you have submitted your Security Paperwork Package, please ensure you regularly check for this email. If you have any questions about either the ITSAC training or the suitability please **immediately** contact your PI.

If you have questions or concerns about this process, please contact rdhpcs.aim.help@noaa.gov

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Email to PI to ensure they understand they are responsible for the background check:

Each line office may have a slightly different process to follow for their background checks. The recommendation is to contact your Administrative Officer or the Trusted Agent in your office and follow their guidance. The R&D HPCS program just needs to verify that the background check has been completed and receive confirmation from OSY.

Here are general guidelines:

The security package should be received by OSY at least four weeks prior to the user's start date. Forms required to be completed:

US citizen or lawful permanent resident aliens: Security Coversheet FD-258 Fingerprint Cards (quantity 2) OF-306 Declaration of Federal Employment e-QIP invitation (user is given 7 business days to complete investigation questionnaire) CD-591 (if PIV/CAC is required)

Foreign National: In addition to some or all of the above - Foreign National Visitor/Guest Coversheet Report Form ESF Appendix B Appendix C

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Email for e-Qip

From: Amira Jimenez-Henly - NOAA Federal amira.jimenez.henly@noaa.gov Date: Tue, Sep 23, 2014 at 2:11 PM Subject: YOUR NOAA INVESTIGATION e-QIP ##### (LAST NAME) To: janelle.hsia@noaa.gov Cc: Steve Mayle - NOAA Federal Steve.Mayle@noaa.gov

Ms. Hsia,

I am the Security Specialist assigned to process your background investigation for your position at NOAA. Your sponsor has requested to upgrade your investigation; therefore, you have been invited into the Office of Personnel Management, Electronic Questionnaire for Investigations Processing (e-QIP) secure website.

Please click on this link to access the website www.opm.gov/e-qip and follow the instructions

attached. Completion of your electronic background investigation questionnaire is a time sensitive matter. Please complete the application by 7 business days from the date of this e-mail.

For questions concerning the background investigation process, you may send an email to ERSO.PERSEC@NOAA.GOV, and someone from our office will respond to you as soon as possible.

Very Respectfully,

- Amira Jimenez Henly Department of Commerce Office of Security at NOAA Security Specialist (301) 713-0954

From:
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